Corporate Netbank Administration
User guide

Nordea

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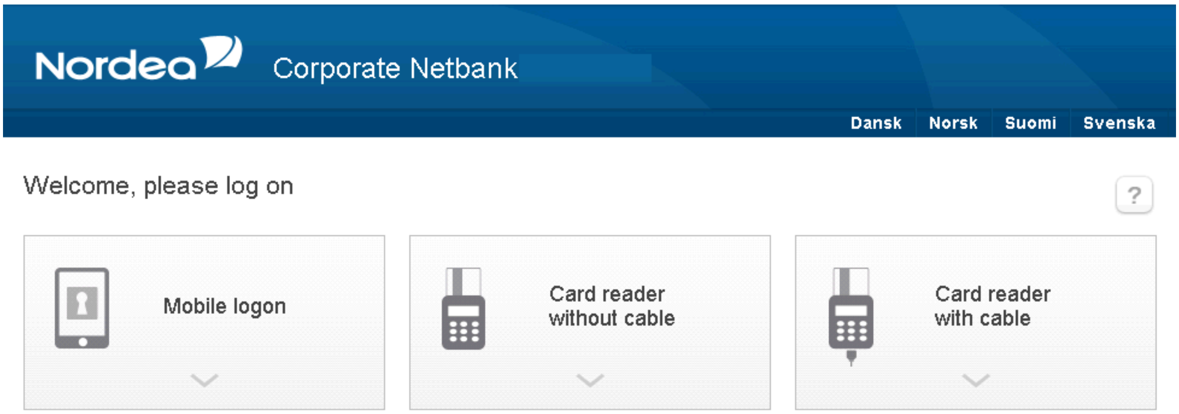
Introduction

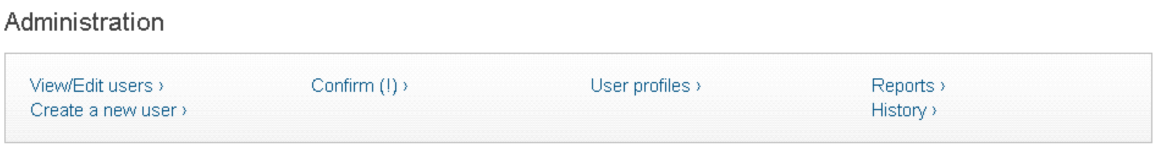
Corporate Netbank Administration (CNA) is a tool used to create and maintain users and their powers of attorney in Corporate Netbank. Furthermore, CNA offers various reports and the possibility to define alternative account names.
This handbook guides you through CNA. More information is found in the help texts (see chapter 5).

1. Logon to Corporate Netbank Administration

To access Corporate Netbank Administration, please go to www.nordea.com. Select Log in on the upper right corner of the screen and Corporate Netbank from the list that appears. Logon according to the instructions described on the logon screen by ‘mouse over’ the arrows.



Corporate Netbank Administration is found in the module Administration.



2. Create and manage users

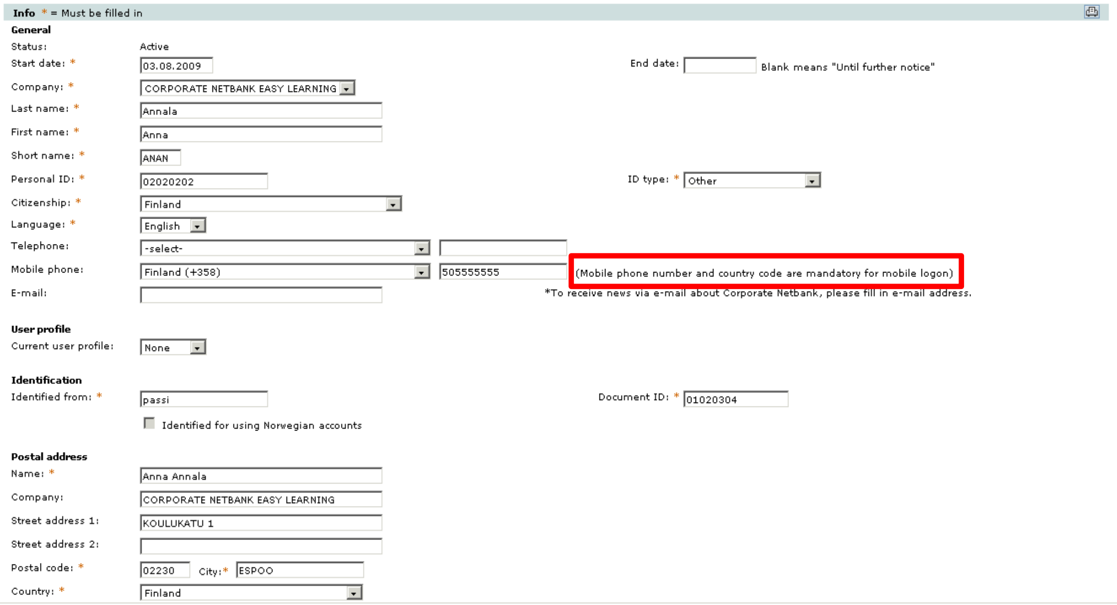
There are several ways to create and maintain users in CNA, and it is therefore a good idea to do some planning before you start. First of all, consider if there are several users with similar authorisation rights. If so, we recommend you use user profiles, which is a collection of rights that you can connect users to. If a change is needed to the rights, you will only have to change the user profile, and all the connected users will be updated automatically. You can create as many user profiles as you like, but a user can only be connected to one user profile at the time. Furthermore, once you have connected a user to a user profile, you cannot add additional rights to the user without disconnecting the user from the user profile first. The only exception is administration rights and e-Markets.

The alternative to user profiles is to set up the rights individually per user. This is the only option if the following services are relevant, because they cannot be part of user profiles:

- Group Account FI
- Global Cash Pool/KVK
- Local agreements in Finland and Sweden

2.1. Create user and user information

No matter if you are using user profiles or not, you will need to register basic information about the user. Select Create user in the left-hand menu and the info screen will open. Please note that if the user wants to use Nordea Codes app, the mobile number with the country code needs to be added here.


Info * = Must be filled in
General
Status: Active
Start date: * 03.08.2009
End date: Blank means "Until further notice"
Company: * CORPORATE NETBANK EASY LEARNING
Last name: * Annala
First name: * Anna
Short name: * ANAN
Personal ID: * 02020202
ID type: * Other
Citizenship: * Finland
Language: * English
Telephone: -select-
Mobile phone: Finland (+358) 505555555
(Mobile phone number and country code are mandatory for mobile logon)
E-mail:
*To receive news via e-mail about Corporate Netbank, please fill in e-mail address.
User profile
Current user profile: None
Identification
Identified from: * passi
Document ID: * 01020304
Identified for using Norwegian accounts
Postal address
Name: * Anna Annala
Company: CORPORATE NETBANK EASY LEARNING
Street address 1: KOULUKATU 1
Street address 2:
Postal code: * 02230
City:* ESPOO
Country: * Finland

Please note the following:

- **Administrator**: This selection is managed by Nordea, and marked for users with administration rights.

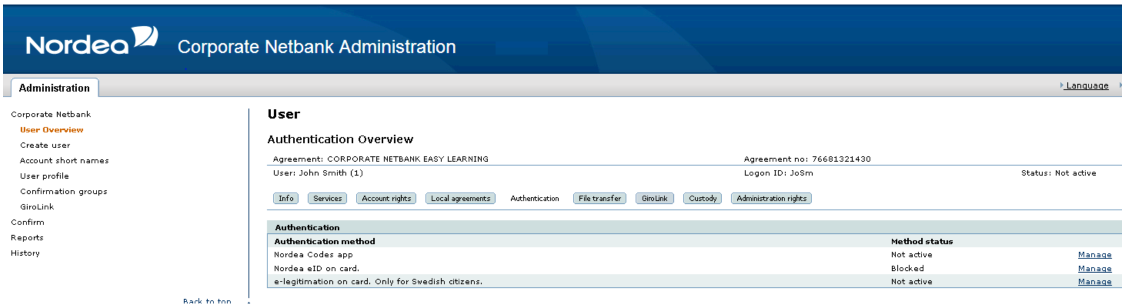
- **Identified for Norwegian accounts**: Norwegian regulation (money laundering law) requires that users with access to Norwegian accounts are identified by a Nordea employee in person. The identification can alternatively be done by a governmental notary public.
The selection is managed by Nordea. Note that the fields personal ID, ID type and citizenship will be locked for editing when the user is identified.

- **User profile**: All defined user profiles will be seen on this list. Connect the user to a user profile by selecting the desired user profile and save. Note that the user profile will override the user's possible current rights, and no additional rights can be added except for administration rights and e-Markets. Note also that connecting a user to a user profile requires confirmation (see chapter 2.5 for more information about confirmation).

- **Postal address**: It is crucial to keep the address up to date, as it is Nordea's contact information for the user. The Nordea eID card & PIN code are sent to the postal address.

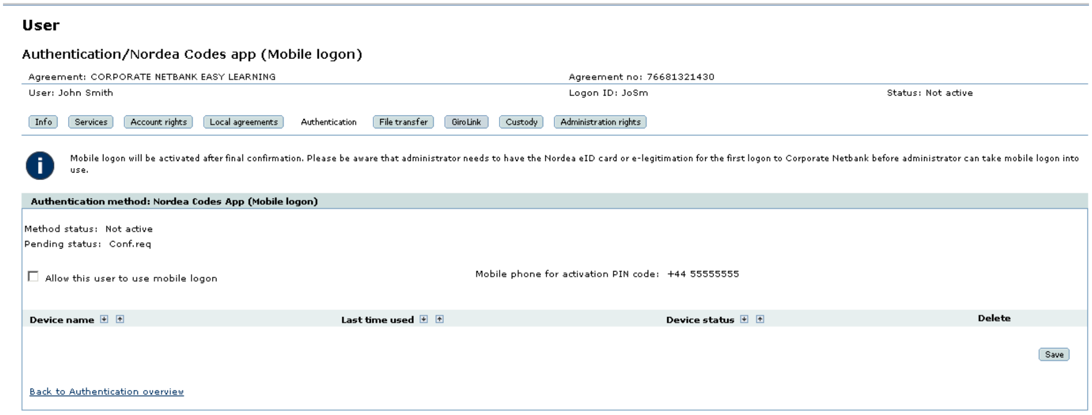
2.2. Order Nordea Codes app, eID or activate e-legitimation

Go to the Authentication screen in order to get to the overview of possible authentication methods. There are three available methods:



1. Nordea Codes app

Click Manage next to Nordea Codes app.



Allow this user to use mobile logon: When ticking Allow this user to use mobile logon, user can take mobile logon in use in Corporate Netbank.
When unticking Allow this user to use mobile logon, all user's devices will be deleted and the user must use another authentication method.
Method status: When the Allow this user to use mobile logon change has been finally confirmed, status changes from 'Not active' to 'Active' and the user can now connect devices.
Pending status: 'Confirmation required'. This is visible only when 'Allow this user to use mobile logon' has been ticked but not finally confirmed and activated.
Mobile phone for activation code: Shows the mobile phone number to which the activation code will be sent.

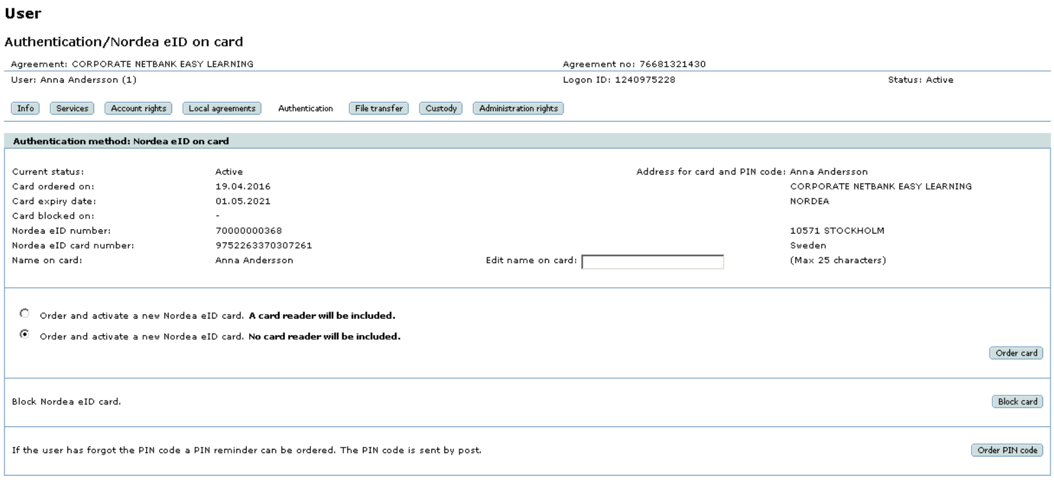
Device name: Shows the name of the device. Name is created by user. This field is blank until user has added a device.
Last time used: Shows date and time for when user last time has logged on to Corporate Netbank with mobile logon.
Device status: Shows the status of the device. Status can be ‘Active’ or ‘Locked’.
Delete device:
The button **Delete** will become visible after the device has been activated. When you delete users final device user will need a card and a card reader to use Corporate Netbank. If you want to make sure the user does not add another device for mobile logon you also need to untick the field ‘Allow this user to use mobile logon’.

Click **Save**. The user will be able to add devices in Corporate Netbank after final confirmation and after you as administrator have logged out of Corporate Netbank.

Please note that the user will need an eID card for the first time logon to Corporate Netbank. More detailed instructions will be found on Logon page and Corporate Netbank User Guide.

2.Nordea eID on card

Click Manage next to Nordea eID.



Order card: Cards can be ordered with or without a card reader. Select the desired option and click Order card. If the user already has a Nordea eID card, that card will be blocked immediately after a new card has been ordered.
The name on the card consists of the user’s first and last name, and it is printed on the card. The maximum number of characters is 25, and longer names will therefore be cut. You can change the name by keying in the desired name in the field Edit name on card**. Note that ordering cards requires confirmation** (see chapter 2.5 for more information about confirmation).

Block current card: You can block the card by selecting Block card.

Order PIN code: The PIN code will be sent to the user when you order the card. If the user forgets the PIN code, you can resend it by selecting Order PIN code. The PIN code will be sent by post to the users' address as in the User Info screen.

3.e-legitimation on card

Click Manage next to e-legitimation on card.

Activate e-legitimation: Click Activate to enable e-legitimation for use in Corporate Netbank. The user must have a valid e-legitimation on card in advance. **Note that the activation requires confirmation** (see chapter 2.5 for more information about confirmation).

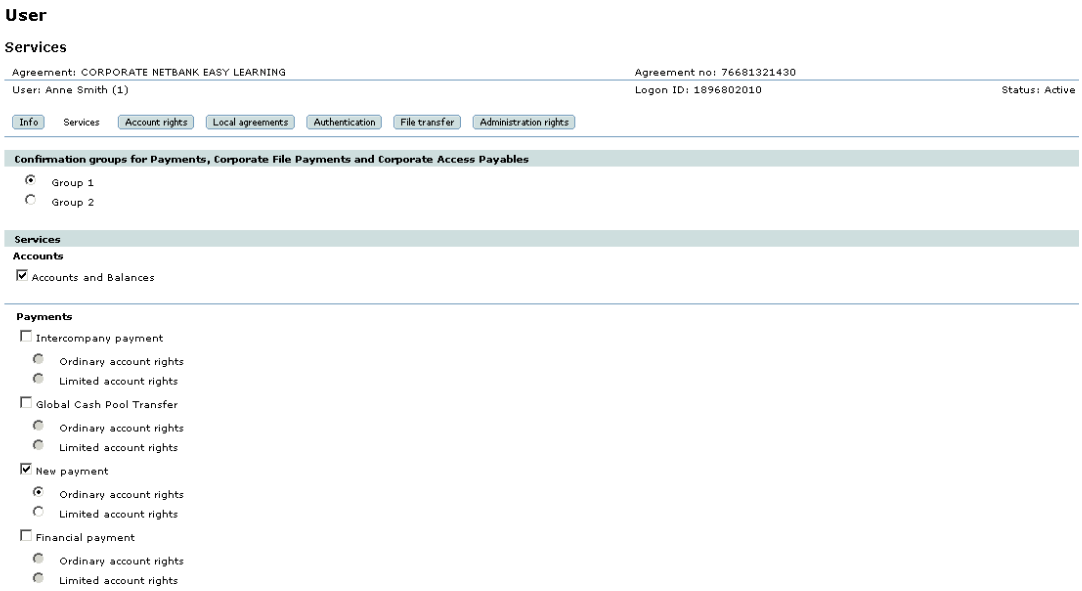
Inactivate e-legitimation: Once you have activated e-legitimation on card for use in Corporate Netbank, an Inactivate button will appear. Select this to disable the use of e-legitimation on card for this user in Corporate Netbank.

2.3. Define user rights individually

Several steps are involved when setting up the rights, and those are described in the following chapters.

2.3.1. Services

Go to the Services screen for overview of the available services.



Select the desired services and save. Be aware that many of the services require additional set-up. The table below gives an overview of what is required:

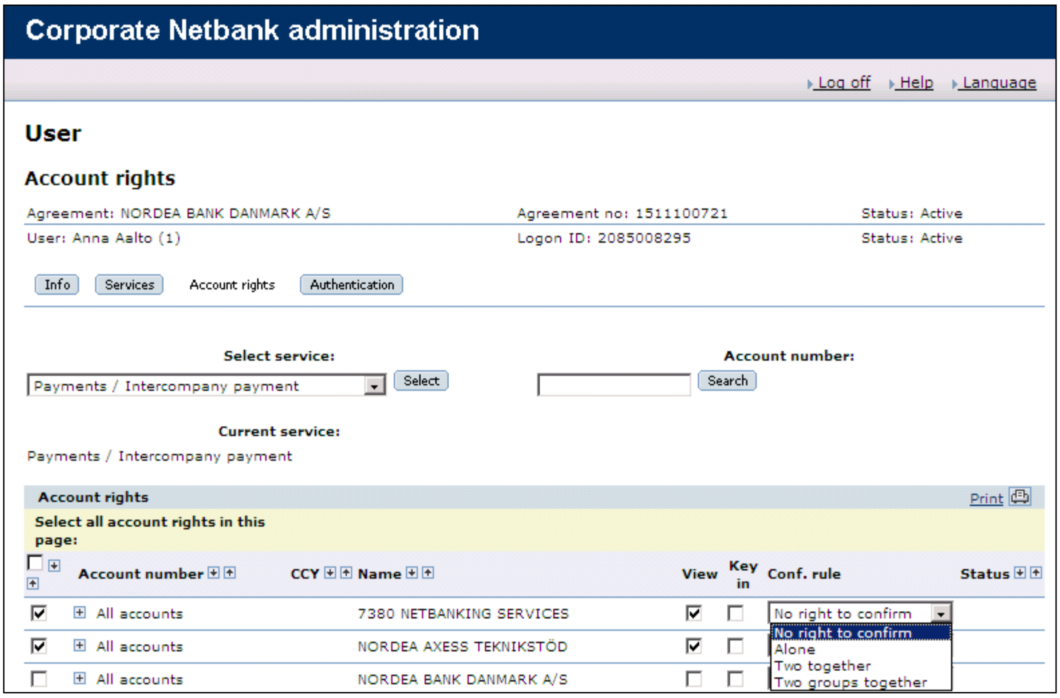
Accounts & Balances	Select accounts on the Account rights screen (see chapter 2.3.2).
Intercompany payment **New payment** **Financial payment**	Select accounts and account rights on the Account rights screen (see chapter 2.3.2). **Locked templates:** Sub-selections for ordinary account rights and limited account rights appear when locked templates are activated (by Nordea). Selecting the latter means that you cannot give the user confirm rights on the Account rights screen. **Confirmation groups:** Activating Confirmation groups in the left-hand menu results in the following: ▪ All users will be placed in confirmation group 1 by default. You can change the group on this screen. Note that this requires confirmation (see chapter 2.5 for more information about confirmation).

	▪ The confirmation right Two groups together will be selectable on the Account rights screen (see chapter 2.3.2 for more information about account rights).
File transfer	File types are selected on the File transfer screen (see chapter 2.3.4).
Custody – Holdings and transactions	Securities accounts are selected on the Custody screen (see chapter 2.3.6).
Custody - Instructions	Cash accounts are selected on the Account rights screen (see chapter 2.3.2). Securities accounts are selected on the Custody screen (see chapter 2.3.6).
Custody – eCustody (new)	Securities accounts are selected on the Custody screen (see chapter 2.3.6).
Local services in Finland and Sweden	Local agreements are set up by Nordea but you can give users access to them on the Local agreement screen (see chapter 2.3.3).
Group Account FI	The group account is selected on the Group Account FI screen (see chapter 2.3.7).
View/Confirm files NO	Requires that File transfer is also selected.
Global Cash Pool/KVK	The rights within this service are set up by Nordea and cannot be seen in CNA.
eRedovisning	The rights within this service are set up by Nordea and cannot be seen in CNA.
GiroLink	The rights within this service can be viewed and changed. A new user is set up by Nordea and cannot be done in CNA.
Total IN/Total IN Basic	Accounts are selected on the Account rights screen (see chapter 2.3.2). The service will be available one banking day after it has been selected in CNA.
Corporate File Payments	Accounts are selected on the Account rights screen (see chapter 2.3.2). The service will be available one banking day after it has been selected in CNA.
Flerkontosystem NO	Requires a separate authentication agreement for Flerkontosystem NO.
Virtual Account Management (VAM)	Requires a separate VAM service agreement. VAM service needs to be activated by Nordea. You can enables VAM for users in CNA. In order to access VAM UI via Single Sign On (SSO), users also needs to be registered in VAM UI.
Netbank International	Requires a Netbank International agreement. After the service has been added for a user, the user makes the connection request for the Single Sign On (SSO) to Netbank International by following the Netbank International link in the CN front page and by adding their Nordea ID there. After this you must verify that the user name matches the Nordea ID and confirm.

	You can disconnect users Nordea ID under User/ Netbank International. User rights in Netbank International are set up by Netbank International system administrator.
e-Markets	e-Markets cannot be selected in CNA. Instead, the users connect this service themselves in Corporate Netbank. However, you can see when the user has selected the service. The rights within this service are set up by Nordea and cannot be seen in CNA.
Trade Finance Global	Requires an agreement with Nordea Trade Finance
Corporate Netbank Administration	This selection is marked for users with Corporate Netbank administration rights. The administration rights are managed by Nordea, but you can view them on the Administration rights screen (see chapter 2.3.8).
Open Banking Administration	Third part service provider(s) and/or Premium APIs are marked in this section for Admin or User/Admin with Open Banking administrations rights. The administration rights are managed by Nordea, but you can view them on the Administration rights screen. (see chapter 2.3.8).

2.3.2. Account rights

Go to the Account rights screen to manage the account rights for several services.



Select the desired service from the list and click the Select button to see the available accounts. You have two options:

a. All accounts: This means that all current and future accounts will be selected. Choose this by marking the All accounts group and select the desired rights (View, Key-in and Confirm). There are several possible confirmation rights:

- Confirm alone
- Confirm two together
- Confirm two groups together: Users with Two groups together can only confirm payments together with users from the opposite confirmation group, or someone with confirm alone or two together rights. The user's group is shown next to the users name on top of the screen.
  Two groups together can only be selected when confirmation groups are activated

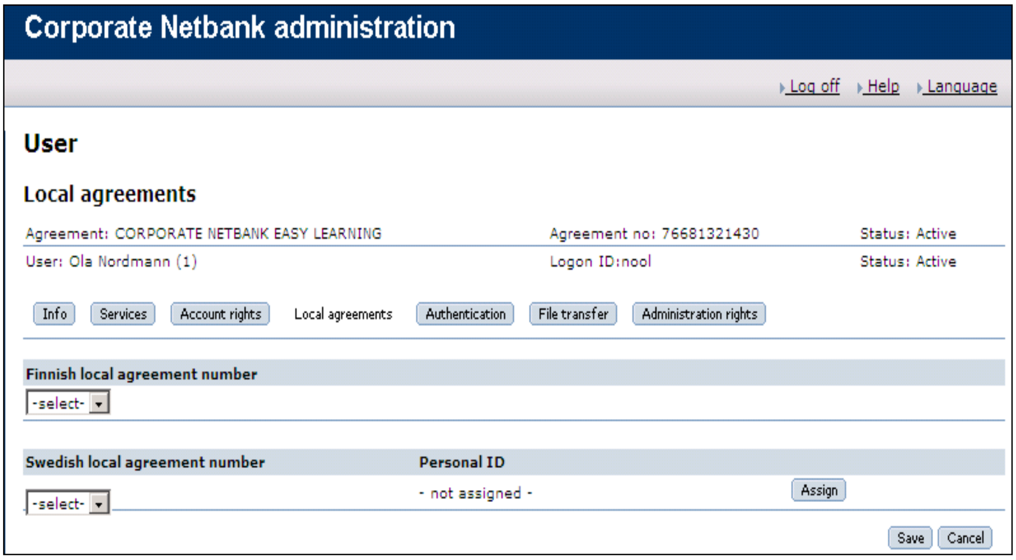
b. Single accounts: Open the plus sign in front of the All accounts group to view the accounts. Select the accounts of interest and define the rights (View, Key in and Confirm).

Save the updates before you continue, and be aware that expanding account rights beyond view rights requires confirmation (see chapter 2.5 for more information about confirmation).

Note that you can search for an account by entering the account number in the Account number field and clicking Search. Note that the account number has to be entered in the exact format, including space characters, dots, hyphens and currency.

2.3.3.Local services in Finland and Sweden

Go to the Local agreements screen. This requires that Local Services in Finland and/or Sweden is selected on the Services screen (see chapter 2.3.1 for more information about the services).



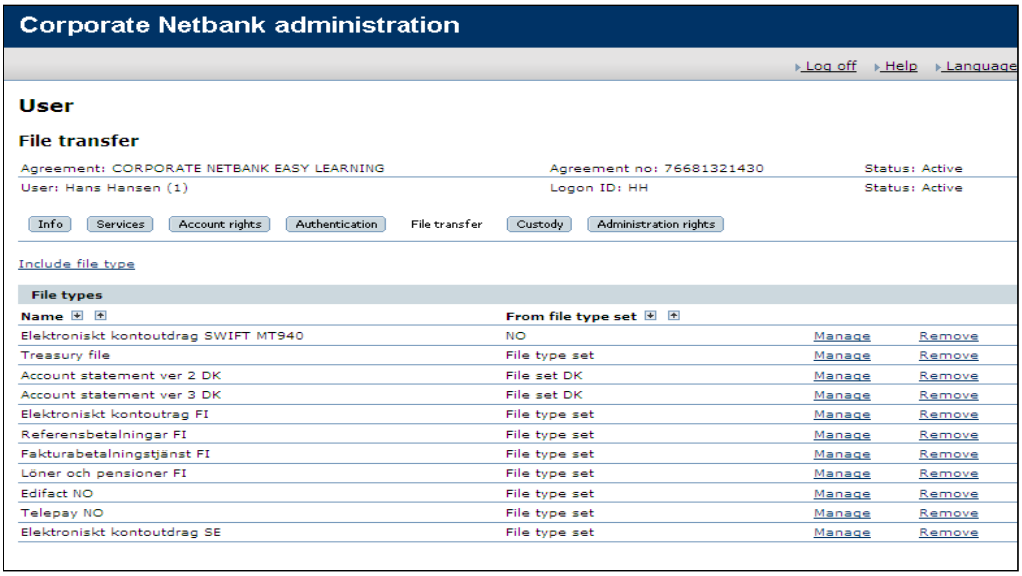
Local Services in Finland: Select an agreement number from the list and save.

Local Services in Sweden: Select an agreement number from the list and click Assign. Several local Swedish agreements can be connected to your Corporate Netbank agreement, but only one can be connected to a user.

Note that adding local services requires confirmation (see chapter 2.5 for more information about confirmation).

2.3.4.File transfer

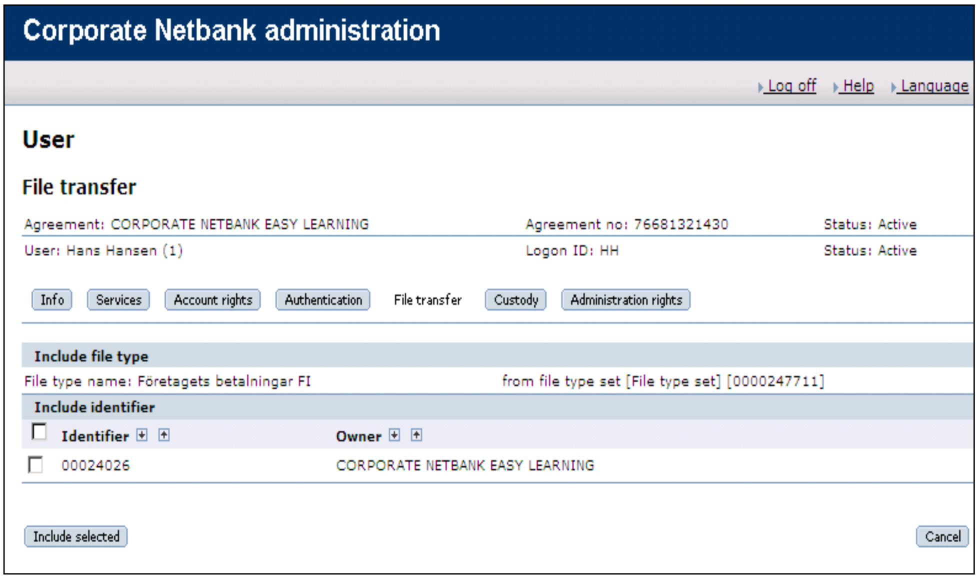
Go to the File transfer screen to select file types. This requires that file transfer is selected on the Services screen (see chapter 2.3.1 for more information about the services).



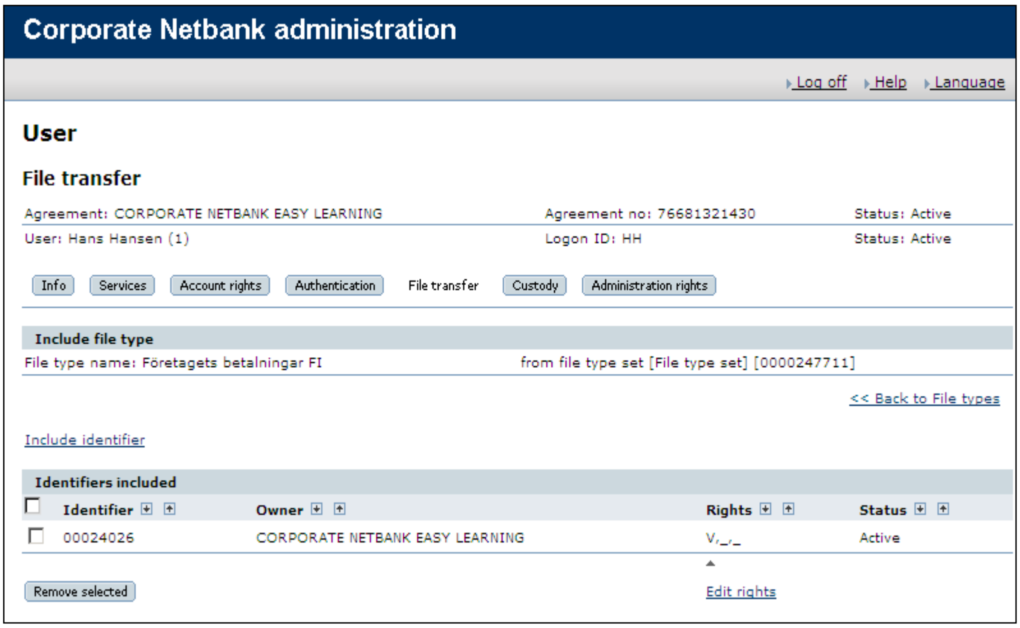
You have the following options:

a. Include file types

1. Click Include file type
2. Select a file type set from the list that appears and click Select.
3. Select the desired file type by clicking Include next to the File type.
4. Mark the desired accounts/identifiers and click Include selected.



5. Some file types require additional rights. If so, select Edit rights and add the desired rights (View, Key-in and Confirm). Note that changing the rights requires confirmation (see chapter 2.5 for more information about confirmation).



b. Maintain file types

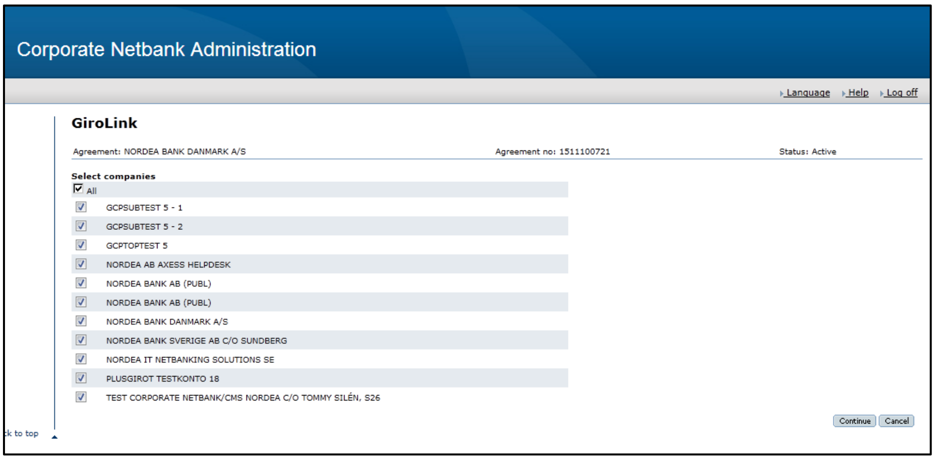
Click Manage next to the file type, and an overview of selected accounts/identifiers will be shown. Remove accounts/identifiers by marking them and clicking Remove selected. Add more accounts/identifiers by selecting Include accounts/identifiers and follow the same procedure as in a)

c. Remove file types

Click Remove next to the file type you want to remove.

2.3.5.Administration of GiroLink

Go to Girolink screen.You get an overview of the confirmation rights for identifiers(account number or company number) for those companies with a GiroLink agreement that is included in the Corporate Netbank agreement.



You can change the rights of an Identifier (account number or company number). Please note that the confirmation rights alone or two together are connected to the identifier and apply for all users connected to the identifier.

View and change user's authorisation for GiroLink

When you have selected a user with the service GiroLink you will find a tab GiroLink in the top menu. In this screen information regarding the user's current authorisation for GiroLink is presented. Please note that a new user in GiroLink always needs to be created by Nordea. All information agreed in the GiroLink Power of Attorney is presented. If no information is presented, please contact Nordea.

Confirmation rights for identifiers

In this table the user's current confirmation rights are presented. You can add or remove confirmation rights for an identifier by ticking or unticking the check box in front of the service.

Press Save to update the screen and the rights are updated after final confirmation.

Add or remove file type

In this table user's current rights are presented. You can add or remove a file type for the user by ticking or unticking the check box in front of the file type name.

Press Save to update the screen and the rights are updated after the final confirmation.

User profiles

The service GiroLink can be part of the user profiles, but you need to update the GiroLink rights for each user, even if the user is part of the user profile.(see chapter 2.4 how to create user profiles)

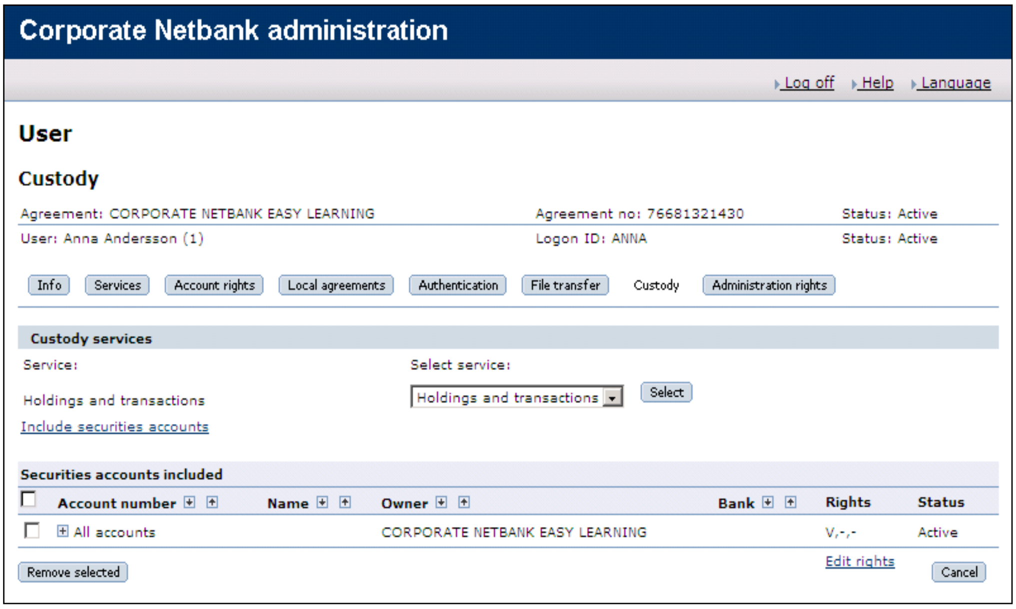
Copy user

The service GiroLink can be copied for a user but not the individual user rights.

2.3.6.Custody

Custody - Holdings and transactions

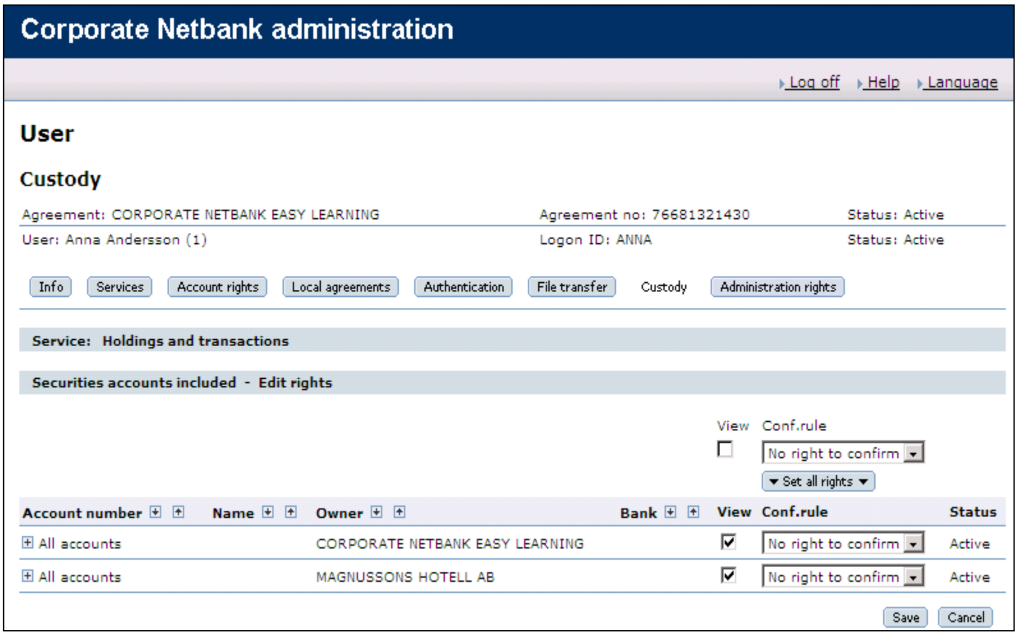
Go to the Custody screen to manage securities accounts. This requires that Holdings and transactions is selected on the Services screen (see chapter 2.3.1 for more information about the services).
Select Holdings and transactions from the list and click Select.



You have the following options:

a. Change account rights for already added accounts

Select Edit rights to define the rights (View and Confirm).


Corporate Netbank administration
Log off
Help
Language
User
Custody
Agreement: CORPORATE NETBANK EASY LEARNING
Agreement no: 76681321430
Status: Active
User: Anna Andersson (1)
Logon ID: ANNA
Status: Active
Info
Services
Account rights
Local agreements
Authentication
File transfer
Custody
Administration rights
Service: Holdings and transactions
Securities accounts included - Edit rights
View
Conf.rule
No right to confirm
Set all rights
Account number
Name
Owner
Bank
View
Conf.rule
Status
All accounts
CORPORATE NETBANK EASY LEARNING
No right to confirm
Active
All accounts
MAGNUSSONS HOTELL AB
No right to confirm
Active
Save
Cancel

b. Remove accounts
Mark the account(s) and select Remove selected.

c. Include accounts
Select Include securities accounts to add accounts. You have two options:

1. **All accounts**: This means that all current and future accounts will be selected. Choose this by marking the All accounts group.
2. **Single accounts**: Open the plus sign in front of the of All accounts group to see all the accounts. Select the accounts of interest by marking the accounts and save.

Select Edit rights to define the account rights (View and Confirm). Note that expanding account rights beyond view rights requires confirmation (see chapter 2.5 for more information about confirmation).

Custody Instructions
There are two places to define rights for Custody Instructions:

a. **Cash accounts:** Go to the Account rights screen, select Custody Instructions from the list and add accounts and account rights (see chapter 2.3.2 for more information about account rights).
b. **Securities accounts:** Go to the Custody screen and select accounts in similar way as for Holdings and transactions.

Note that expanding account rights beyond view rights requires confirmation (see chapter 2.5 for more information about confirmation).

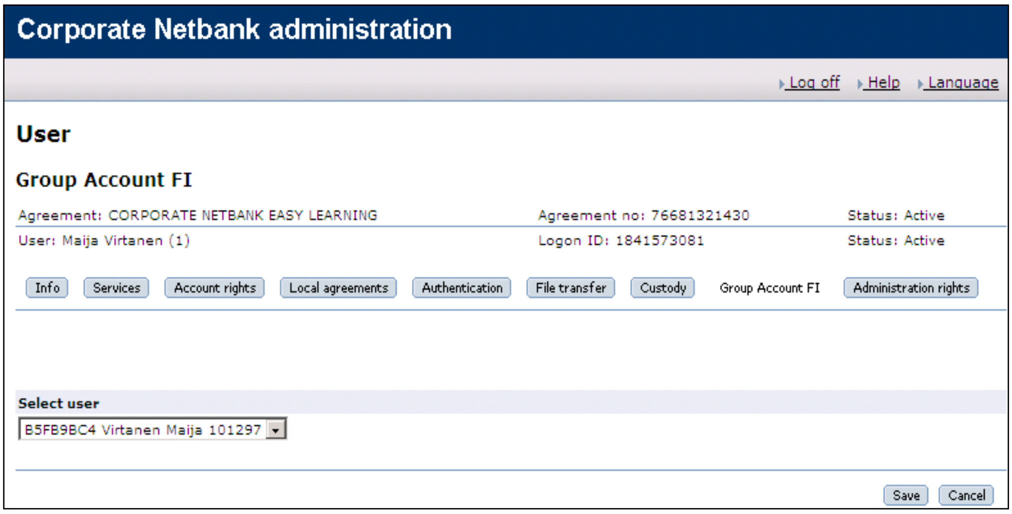
Custody eCustody (new)
Go to the Custody screen to manage securities accounts in similar way as for Holdings and transactions.
Note that expanding account rights beyond view rights requires confirmation (see chapter 2.5 for more information about confirmation).

When service eCustody (new) is selected in Custody also eCustody (new) Role must be selected – due to the user´s access level in eCustody (new). Select between following options: Full access (Selected as default), Custody user or Corporate Actions user.

2.3.7.Group Account FI

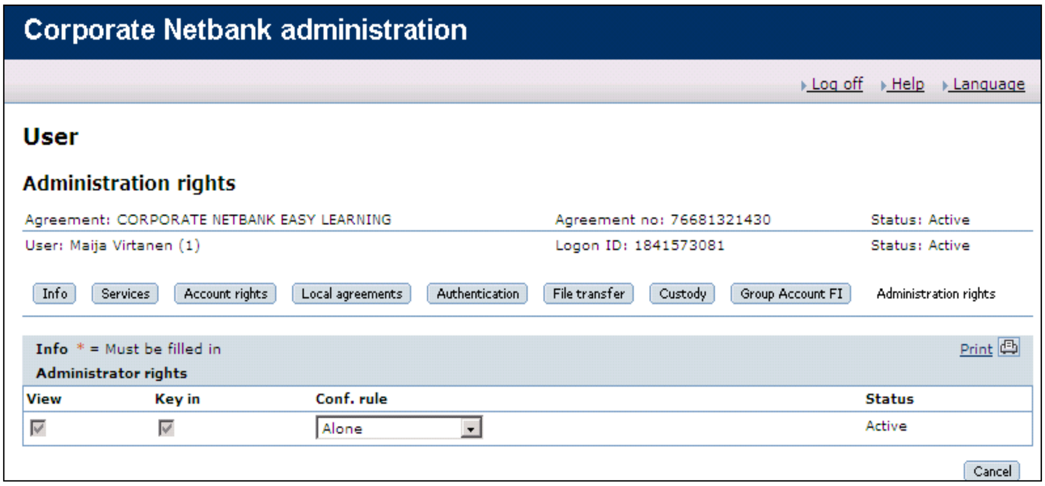
Go to the Group Account FI screen. Note that Accounts & Balances, Intercompany payments and Group Account FI must be selected on the Services screen (see chapter 2.3.1 for more information about the services).

Choose the desired user from the drop down menu and save.
Note that confirmation is required (see chapter 2.5 for more information about confirmation).



2.3.8. Administration rights

Administration rights are managed by Nordea, but you can view the rights on the Administration rights screen.



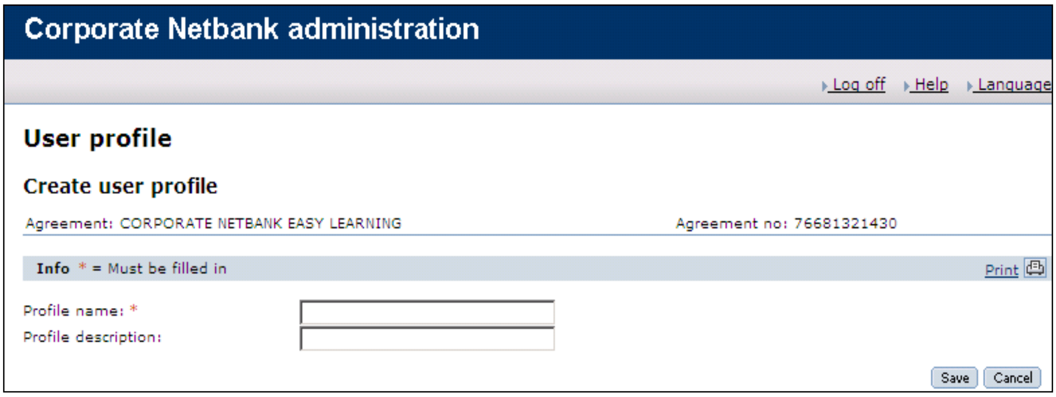
2.4. Define user rights via user profile

The procedure of defining rights via user profile is similar to individual set-up.
First of all, note that the following services cannot be a part of user profiles, and rights must be defined for each user individually if they are relevant:

- Group Account FI
- Global Cash Pool/KVK
- Local agreements in Finland and Sweden

a. Create user profile

Select User profile from the left-hand menu, followed by Create user profile. Give the user profile a name and a description and save.



b. Define user profile rights

Define the rights in a similar way as for individual set-up (see chapter 2.3 for more information about the rights).

c. Confirm the user profile
Confirm the user profile before you connect users to it (see chapter 2.5 for more information about confirmation).

d. Connect users to the user profile
Connect users to the user profile one by one on the User info screen by selecting the desired user profile and save.
Once a user is connected to a user profile, you cannot add individual rights to the user. The only exception is the administration rights, e-Markets and GiroLink.
Note that confirmation is required (see chapter 2.5 for more information about confirmation).

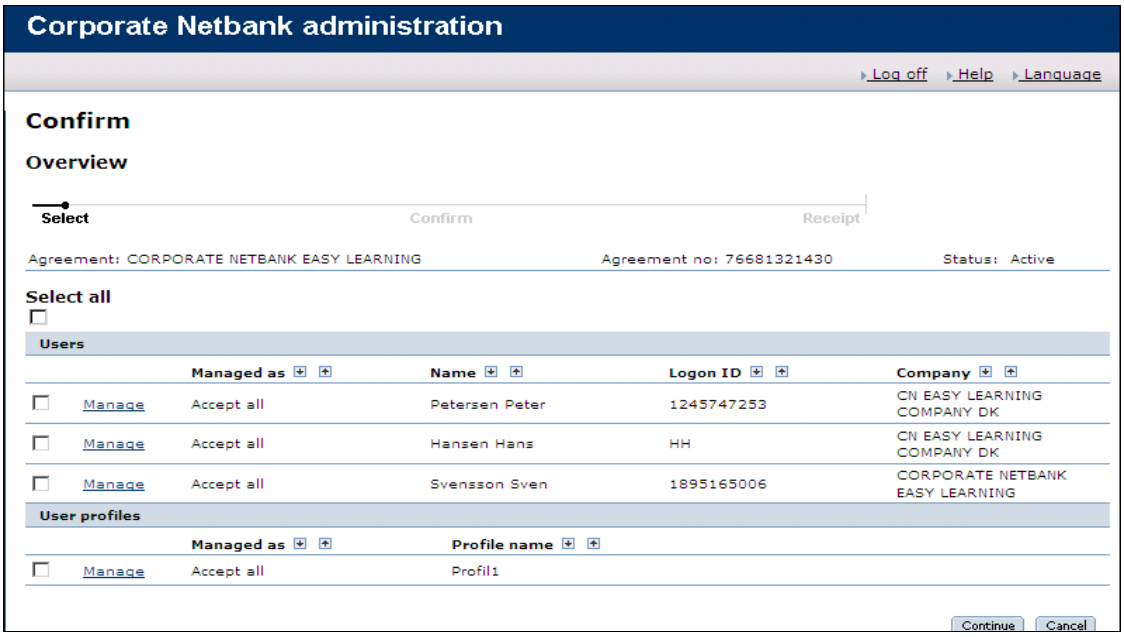
2.5. Confirmation

The following changes require confirmation before they become active:

- Giving Key in rights
- Giving Confirm, Confirm alone, Two together or Two groups together as confirmation rule
- Changing confirmation groups
- Connecting users to user profiles
- Activating/ordering authentication methods

Reducing or removing rights (e.g. from "Confirm alone" to "Confirm two together") does not require confirmation.

Select Confirm from the left-hand menu to view all the users and user profiles that have changes awaiting confirmation.



a. Select users/user profiles to confirm
Select the desired users or user profiles and click Continue to get a detailed overview of the awaiting changes.

Be aware that you cannot confirm changes made by yourself unless you have confirm alone rights on the Administration rights screen.

b. Confirm

Confirm the changes for the selected users or user profiles with your Nordea eID card or e-legitimation according to the instructions on the screen. A receipt will be shown after successful confirmation.

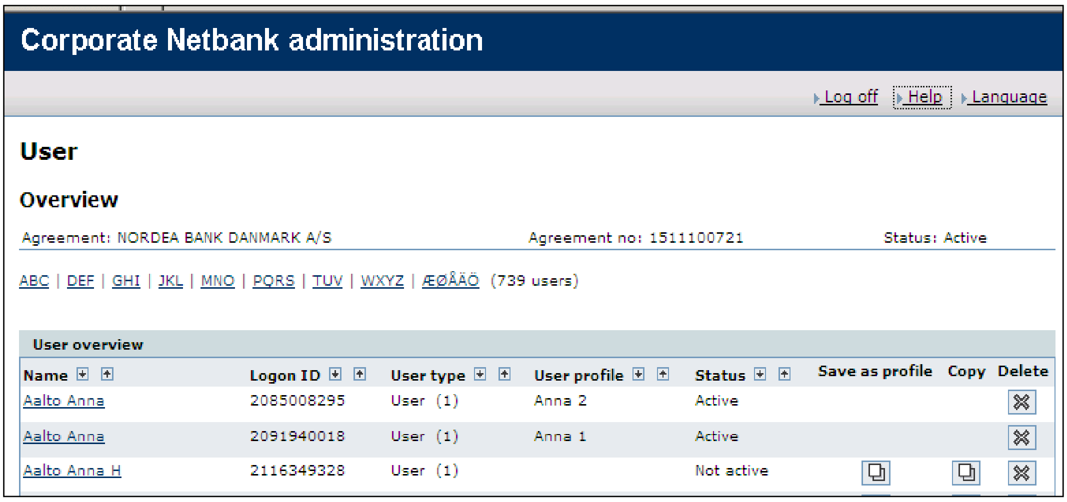
Note that you may reject changes as long as the final confirmation has not been done. This is done by clicking Manage on the Confirm overview screen followed by selecting the items to reject. Rejected changes must also be confirmed.

2.6. User overview

Select User overview from the left-hand menu in order to get an overview of all the users.

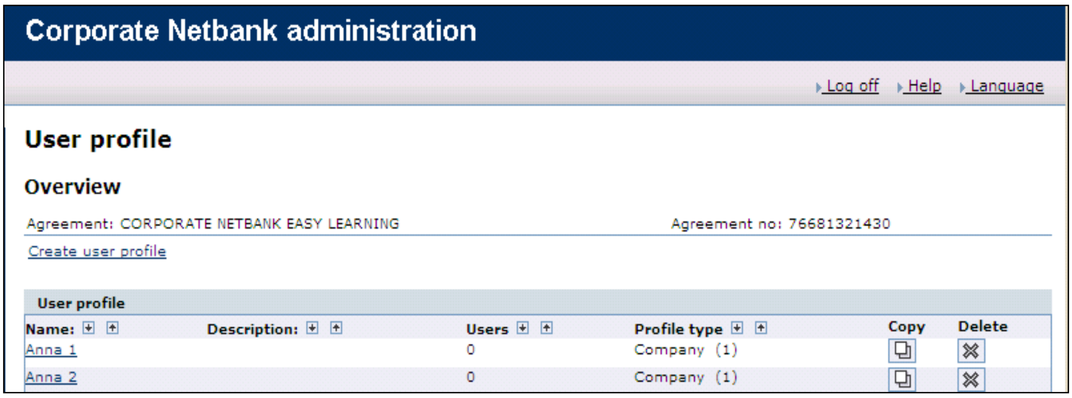
The following information is especially important to note:

- **Status:** The status of a user can be either active, not active or expired. The user has to be active in order to log on to Corporate Netbank.
- **Logon ID**: The Logon ID of administrators is replaced by their short name.
- **User profile**: If the user is connected to a user profile, the name of the profile is listed here.
- **Save as profile:** Selecting this will create a user profile with the same rights as the selected user. Administration rights and e-Markets will not be included in the user profile.
- **Copy:** Selecting this will create a new user with the same rights as the selected user. Administration rights and e-Markets will not be copied to the new user.



2.7. User profile overview

Select User profile from the left-hand menu in order to see all the user profiles that are established. The column Users tells you how many users are connected to the user profile. Click the name of the user profile to see the name of the users.



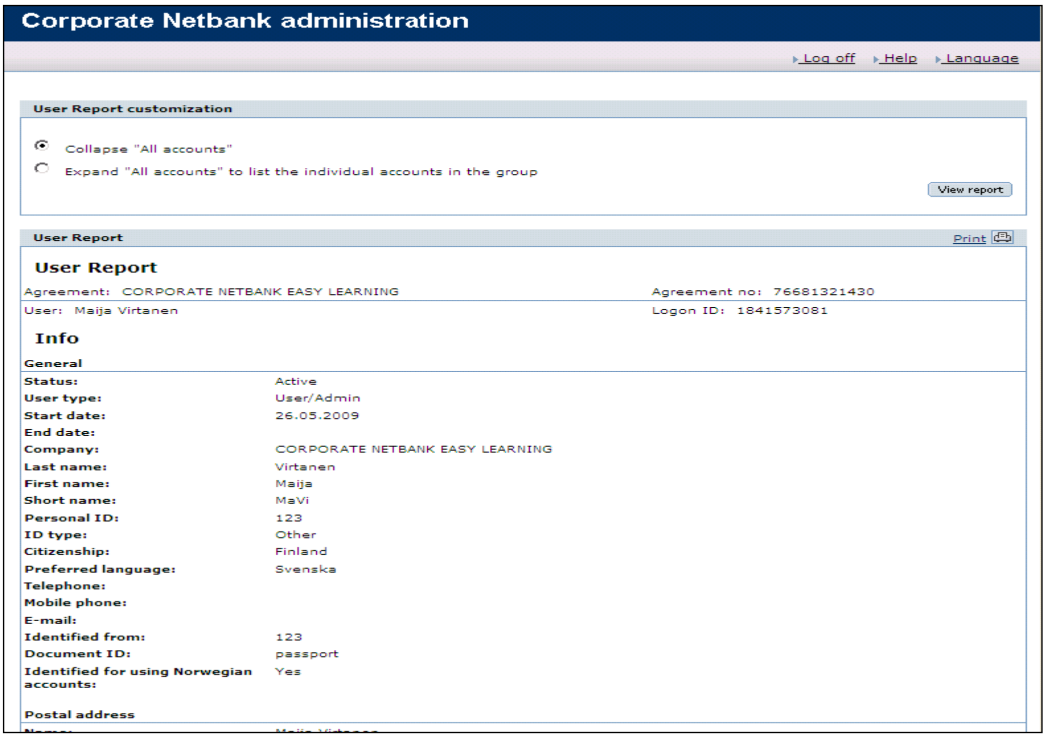
3. Reports and logs

The following reports and change logs are offered in CNA:

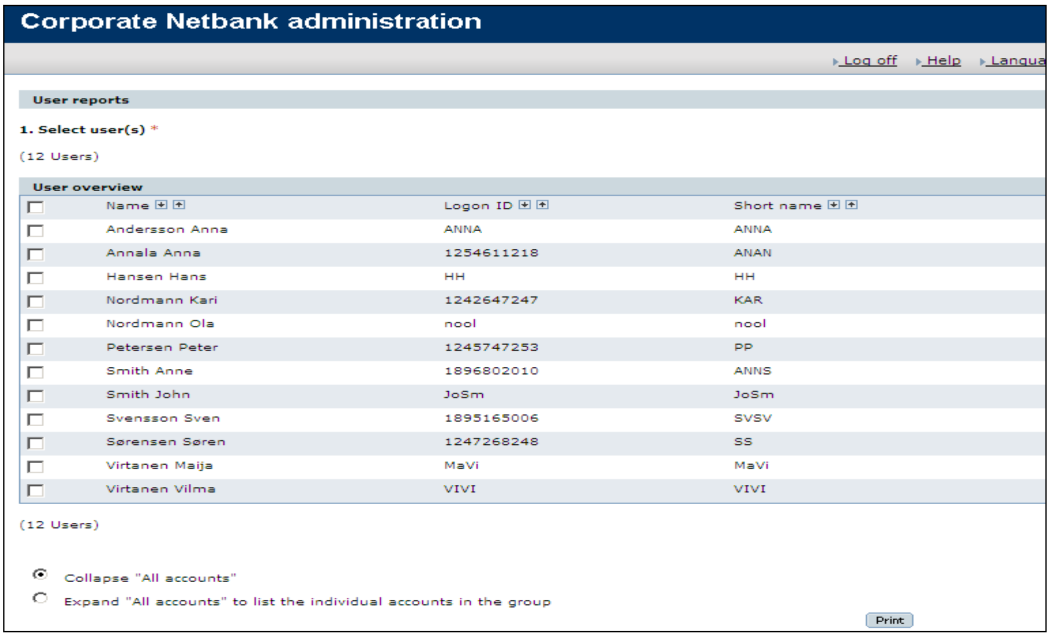
3.1. User report

Each user is summarised in a user report. There are two ways to get to the user report:

a. Select the user of interest on the User - Overview screen, followed by User report from the left-hand menu.
All account groups are by default collapsed in the user report. View the accounts within the All account groups by selecting Expand All accounts to list the individual accounts in the group and clicking View report.



b. Select Reports and User reports from the left-hand menu. An overview of all the users will be displayed. Select the users of interest and also select if you prefer to have All accounts expanded or collapsed. Click Print when the selection is done, and the user reports for the selected users will be printed.



3.2. History

History holds information on all changes made to the agreement, users and user profiles, along with a time stamp for the change and the short name of the user who did the change. You can trace history events up to 15 months back in time.
There are two possible ways to get to the history:

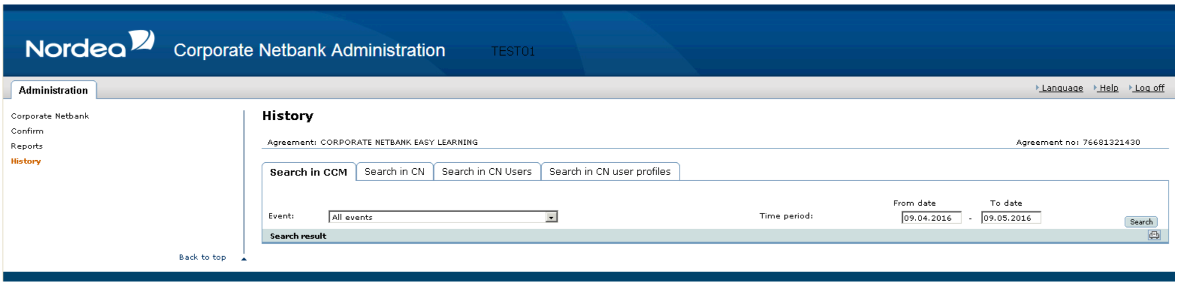
a. Select History from the left-hand menu, and you will have the following options:

Search in CCM
Select this option to view changes to the agreement made by Nordea.

Search in CN
Select this option to view changes in service Corporate Netbank.

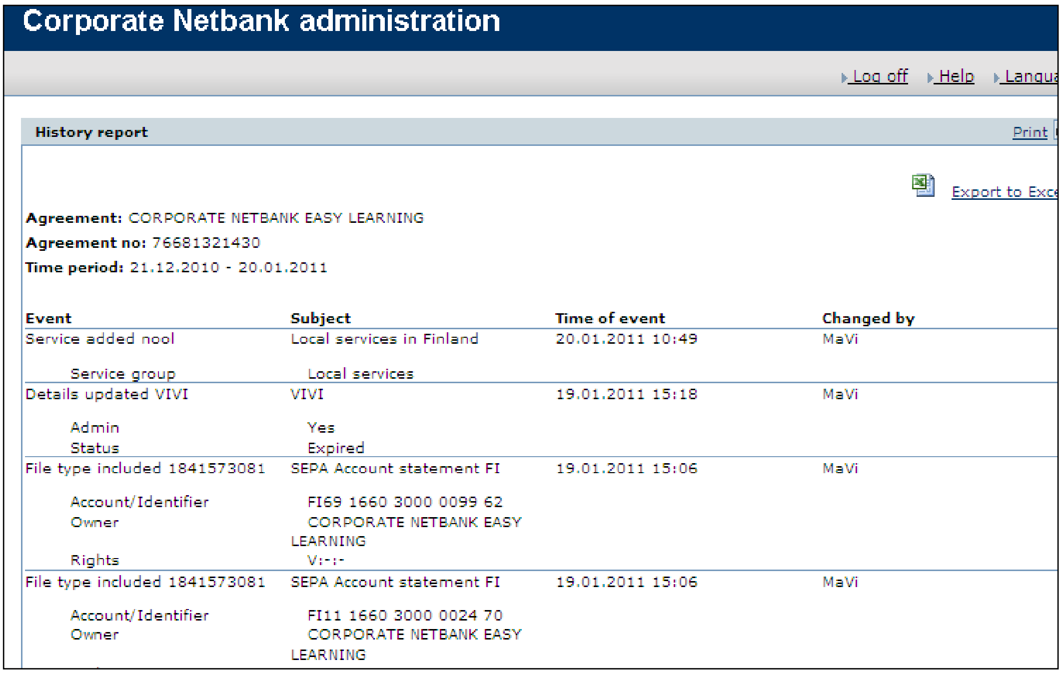
Search in CN users
Select this option to view changes made to users. All users are selected by default in the drop-down menu Users. Alternatively, you can select a specific user.

Search in CN user profiles
Select this option to view changes made to user profiles. All profiles are selected by default in the drop-down menu User profiles. Alternatively, you can select a specific user profile.



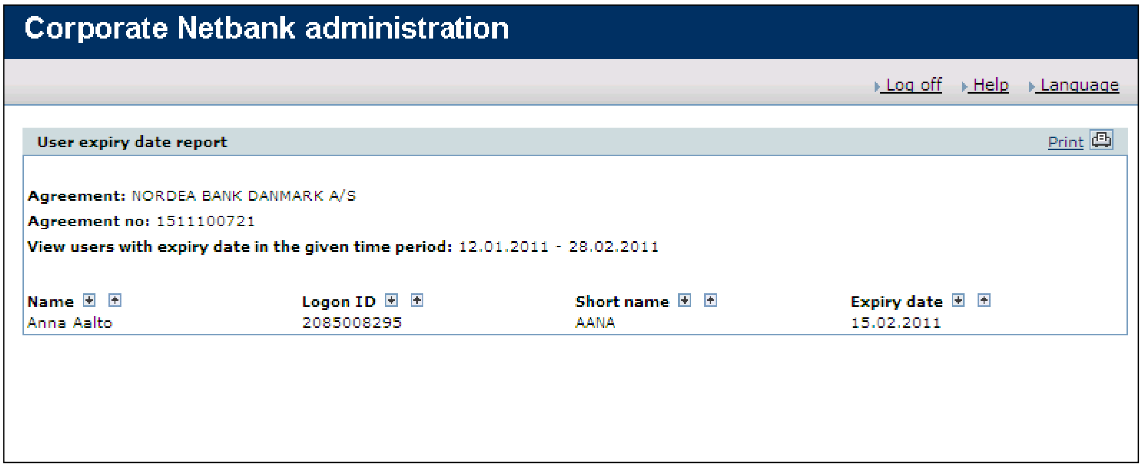
It is common for all that you can search for either all events or a specific event by selecting the desirable options on the Event list. Select a time period and click Search. Click the plus signs on the result list if you want to view more details about the change.

b. Select Reports and History reports from the left-hand menu.
The history report holds the same information as the History described above, but with all plus signs expanded by default. The events are sorted by Time of event in descending order. Select the time period of interest and click Select.



3.3. User expiry date report

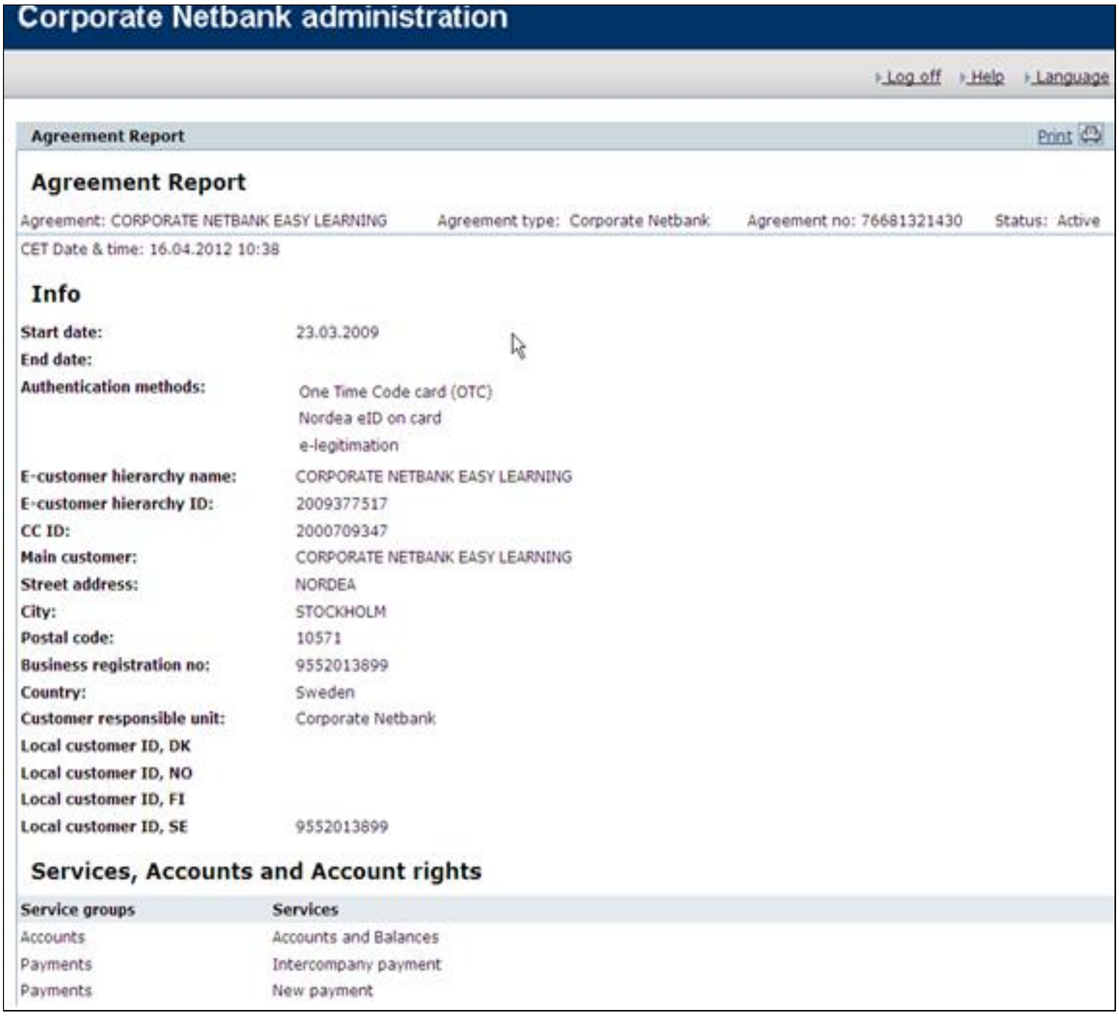
The User expiry date report lists users with end date in a given period of time. Select Reports and User expiry date report from the left-hand menu. Select the desired time period and click View report.



In addition to the report, you are alerted when selecting the User – Overview screen if there are users whose end dates will pass in the upcoming quarter.

3.4. Agreement report

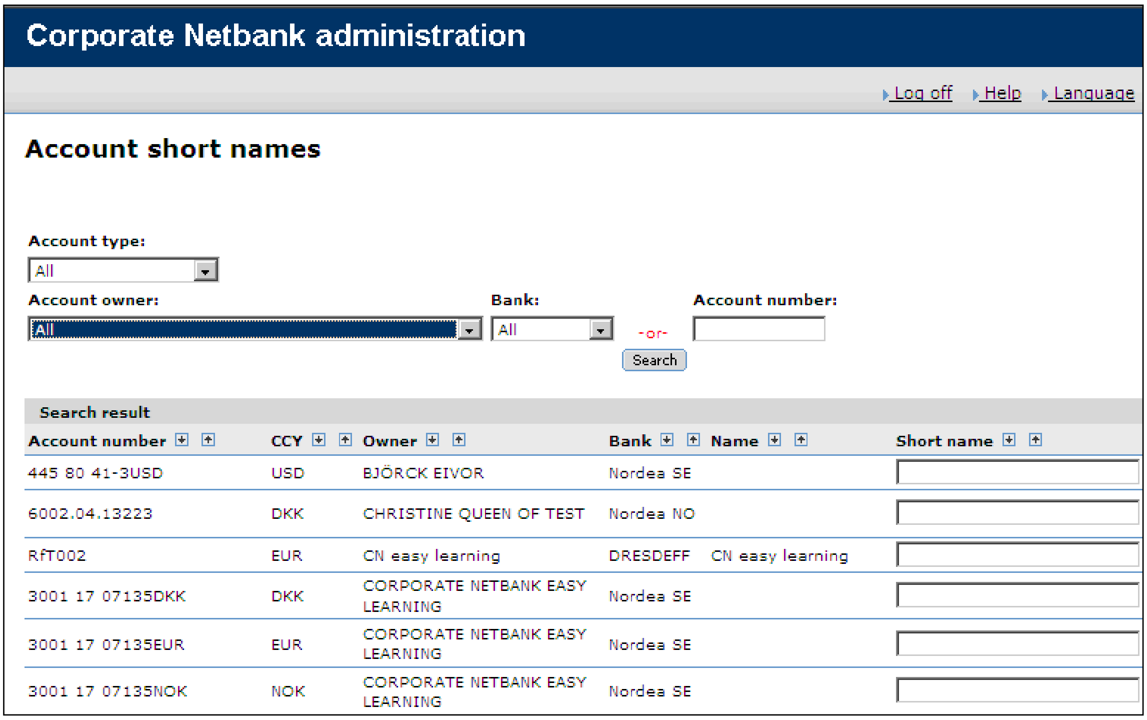
The agreement report gives a summary of the agreement data, i.e. services, accounts, users and user profiles



4. Account short names

An account short name is an alternative account name that is optional to add. The name will be shown within Accounts & Balances and Payments in Corporate Netbank.

Select Account short name from the left-hand menu.
Search for accounts by selecting Account type, Account owner and Bank, or key in a specific account number. Click Search.
Enter the account short name in the input field that appears next to the account, and click OK to save the short name(s).



Account number	CCY	Owner	Bank	Name	Short name
445 80 41-3USD	USD	BJÖRCK EIVOR	Nordea SE		
6002.04.13223	DKK	CHRISTINE QUEEN OF TEST	Nordea NO		
RfT002	EUR	CN easy learning	DRESDEFF	CN easy learning	
3001 17 07135DKK	DKK	CORPORATE NETBANK EASY LEARNING	Nordea SE		
3001 17 07135EUR	EUR	CORPORATE NETBANK EASY LEARNING	Nordea SE		
3001 17 07135NOK	NOK	CORPORATE NETBANK EASY LEARNING	Nordea SE		

5. Help

In addition to this guide, you can also find help instructions inside CNA. Select Help on the upper right corner of the screen, and instructions for the screen you are at will open on a new window. You may navigate within the Help.

Corporate Netbank Administration - Help

Close window |

User - Overview

Here you can view a list of all existing users in the agreement.
The following information and options are available:

- **Name:** Click to enter the user
- Logon ID: Unique number for identifying a user or administrator in Corporate Netbank
- User type: User and/or administrator
- User profile
- Status: Describes whether the user is active (the user has an active code card and can use Corporate Netbank), inactive (r code card activated), blocked (the administrator has blocked the code card) or expired (End date has passed).
- **Save as profile**: Save the authorisation of the user as a user profile.
- **Copy**: Copy common features to a new user, including authorisations and user profiles. Unconfirmed items are not copied the new user.
- **Delete**: Delete the user from the agreement.

You may sort the columns in the user overview table either by alphabet or number by using the small **arrows** next to the column na

Note!
If confirmation in groups functionality is activated, the users´ group belonging will appear next to the user type

6. Quick Guide

The following page contains a shorter version of the instructions on the previous pages.

Corporate Netbank Administration
Quick Guide

Logon

To access Corporate Netbank Administration, please go to www.nordea.com.

- Select Log in on the upper right corner of the screen and Corporate Netbank from the list that appears.
- Logon according to the instructions described on the logon screen. You can change the language by clicking the desired Language on the upper right corner of the screen.
- Select Administration module.

Create a user

Select Create user from the left-hand menu. Enter basic user information and save.

- Go to the Authentication screen and select Manage next to the desired method. Note that e-legitimation can only be used by Swedish citizens.
- Define the user's rights by either connecting the user to a user profile on the User info screen or follow the next steps to set up the rights individually.
- Select services on the Services screen.
- Go to the Account rights screen. Select a service from the list and click Select to view available accounts. You may give the user view, key in and confirm rights. Note that "confirm two groups together" is available only if confirmation groups are activated.
- Go to the Local agreements screen
- Local Services in Finland: Select an agreement number from the list and save.
- Local Services in Sweden: Select an agreement number from the list and click Assign
- File types are set up on the File transfer screen.
- Click Include file type and select a file type set from the list that appears.
- Click Include next to the desired file type and select accounts/identifiers. Add view, key-in and confirm rights if needed.
- Select securities accounts on the Custody screen.
- Go to the Group account FI screen and choose the user from the list.
- Confirm the user.

Create a user profile

- Select User profile from the left-hand menu, followed by Create user profile. Give the user profile a name and a description.
- Select rights to the user profile in similar was as for individual set up. Note that Group Account FI, Global Cash Pool/KVK and Local agreements in Finland and Sweden cannot be part of user profiles.
- Confirm the user profile
- Connect users to the user profile one by one on the User info screen by selecting the desired user profile.
- Confirm the users

User overview

Select User overview from the left-hand menu in order to get an overview of all the users. Note that the users have to be active in order to log on to Corporate Netbank. Administration rights and e-Markets will not be included if you save a user as a user profile or copy a user.

User profile overview

Select User profile from the left-hand menu in order to see all the user profiles. The column Users tells you how many users are connected to the user profile. Click the name of the user profile to see the name of the users.

Confirm

Select Confirm from the left-hand menu.

- Select the users/user profiles that you would like to confirm, or select Manage for more information.
- Click the Continue button on the lower right corner of the screen followed by Confirm. Note that you must confirm with the same authentication method as you logged on with.

Manage account short names.

Select Account short name from the left-hand menu.

- Select Account type, Account owner and Bank, or key in a specific account number. Click Search.
- Enter the account short name next to the account and Click OK.

Reports and logs

- **Agreement report**
the agreement report gives a summary of the agreement data, i.e. services, accounts, users and user profiles.
- **User report**
Users are summarised in user reports. There are two ways to get to the report: Either select the user from the User overview and User report from the left-hand menu or select Reports and User reports from the left-hand menu.
- **History**
History holds information on all changes made to the agreement, users and user profiles, along with a time stamp for the change and the short name of the user who did the change. You can trace history events up to 15 months back in time. Select History from the left-hand menu or Reports and History reports.
- **User expiry date report**
The User expiry date report lists users with end date in a given period of time. Select Reports and User expiry date report from the left-hand menu. Select the desired time period and click View report.